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OTR Staff Meeting, 4 March 1966

1. JMWAVE. Mr. Richardson returned from [REDACTED] much impressed with JMWAVE. They have chosen some of the best officers for the job down there. Each man in his own field seemed extremely able. Anyone assigned to it can feel that he is getting as broad experience as he can get any where. A fine station for young officers in logistics and security.

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2. Meeting with FitzGerald, [REDACTED] 28 February.

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Two-Year Cycle for CTs. This subject was discussed and the DDP approved the concept. Separate reports will follow.

OTR Tour for DDP Ops Officers. A paper signed by the DDP has been published.

3. Support School. Approval of establishment of Support School was received from the DDCI.

4. Vital Statistics. We will use Registrar Staff as the focal point -- we can then be certain we have all the figures. [REDACTED] said if he is furnished the end of course reports and the individual reports, this will satisfy his need for the figures.

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5. Historical Board. Mr. Richardson was very impressed with the work done by [REDACTED]. There is some possibility that "Red" White might indicate that all components may have to do something similar to the DDP effort. [REDACTED] might want to see [REDACTED] regarding the separate annex. Also, the School Chiefs might take a look at it and if there is anything of interest they should request copies of it. One of the functions this effort is supposed to serve -- to provide a repository of Agency experience.

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6. DDP Staff Meeting - 23 Feb 66 [REDACTED] attended)

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a. DDP Visit to Africa. The DDP leaves 1 March, returning 15 March.

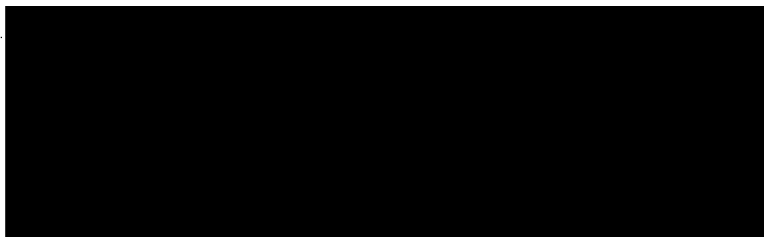
b. Announcements:

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b. Announcements: (continued)



c. Integration. FitzGerald mentioned inter-Directorate briefings in a favorable manner.

d. [REDACTED] Long discussion. [REDACTED] predicted effort against [REDACTED] might be more serious this time -- and so it has been.

e. [REDACTED] "We better keep on top of this -- with all the heat on Vietnam we may be looking the other way to find [REDACTED] has collapsed as country."

f. [REDACTED] Conference. "I thought we had this conference saturated, but I have not seen any reports." [REDACTED] has not seen any volume of reporting either. Tom K. reports that CI Staff has "full and definitive" coverage. (I gathered [REDACTED] has not seen it.)

h. [REDACTED] "Things looking a little better." Des disagrees a bit with [REDACTED] stating essentially that [REDACTED] is a can of worms.

7. DDS Staff Meeting - 1 Mar 66 ( [REDACTED] )

a. IG Survey of Procurement Practices. Alan Warfield announced an IG survey of procurement practices in the Agency to be done by a consulting firm headed by [REDACTED] is well known in government circles having done work for the Defense Department for Admiral Raborn on the Polaris Project. Warfield pointed out that the purpose of the survey was to ensure procurement standards in the Agency were in keeping with federal policies and not whether we should be doing what we are.

b. Retirement Counseling. Apparently all potential retirees are not being informed properly. Warfield said this is not a major problem, rather it is making certain that supervisors pay attention to their responsibilities. George Meloon raised the question of mandatory retirement. Emmet Echols stated that under the early retirement system it is voluntary or mandatory depending upon who initiates the action. Mandatory retire-

2 SECRET

SECRET

Retirement Counseling (Continued)

Emmet referred to an article in the Support Bulletin as being responsive to most questions. Referring to cases of normal retirement, Warfield suggested that nothing need be done when the individual received his five year warning. However, when he received the two year notice, the supervisor and the next higher in the chain of command should meet with the individual to review the retiree's plans and see that everything is done to smooth the transition. Warfield pointed out that the retirement process should not be limited to simply shaking the individual's hand, telling him he did a good job and that he will be missed.

c. Papers Sent to DCI. Warfield stated that 50 percent of the papers sent to the DCI must be rewritten. He claimed the DDS rewrites many of ours. He suggested that secretaries to Office Heads could resolve many questions and reduce the need for rewriting by calling the DDS secretaries for guidance. In those cases where offices know expressly what the Executive Director-Comptroller, the DDCI or the DCI requires, that the paper should be written through the DDS rather than to him. Again saving a possible rewrite. (During the OTR Staff Meeting, DTR interjected his aversion to the use of abbreviated military titles in correspondence; he instructed all School Chiefs to make sure that titles are spelled out fully.)

d. CIA Agreements with Military Departments. Warfield mentioned a memorandum sent to the Office Heads which concerned formal agreements with CIA and the military departments. He thought perhaps this was an effort to consolidate the various agreements but he was not sure. Warfield did not expect any answer but instructed Office Heads to make an inventory of current arrangements with the military and to check whether they were covered by any of the current agreements or were ad hoc arrangements. (At OTR Staff Meeting, DTR suggested a paper on [REDACTED] 25X1A relationship with the military, showing relationship and support agreement survey.)

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e. Program Call. [REDACTED] gave a short briefing on the Program Call using the OTR breakdown of sub-elements as an example. He then made a few remarks about adapting the FAN System to the program structure pointing out further progress reports will follow program categories. He stated that the FAN System now concerns money only but later perhaps it will also provide manpower information. (FAN - Financial Analysis Numbers.)

f. Nominees for NIS. Warfield spoke of nominees for the NIS and the DDS had two slots for each course. He mentioned a report by Ambassador Kidder which indicated that nominees from the various agencies were not meeting the established criteria. Rather than wait for nominations to each Seminar Warfield instructed Office Heads to prepare and forward a list of

3 SECRET

Nominees for NIS (continued)

required level. This will allow the DD/S to make the selections in a more timely fashion. (At DTR's request PO will furnish two lists.)

g. Absence of Office Chief. Warfield stated that the Executive Director-Comptroller and the DDCI wanted to know whenever an Office Head or his Deputy was absent. To satisfy this requirement, the DD/S needed to know and pass on such information. In answer to Bob Fuch's question, Warfield said an absence is any time an individual is out of the city. Even though the Deputy is in the office he still had to report the Chief's absence. [REDACTED] 25X1A

25X1A [REDACTED] was asked to send out a notice covering the ground rules.

8. CODIB's Request for Training in the Intelligence Community. DTR asked that a memo be sent to the DDS on this, giving our reaction.

25X1A 9. CTP. [REDACTED] said that as a result of continuous requests for information they are starting a new plan of records keeping -- a running record. DTR said Helms will be calling on C/CTP in the near future for a short briefing on the Program. [REDACTED] said they now have 40 students for the April Class and 20-25 for the July Class.

25X1A 10. Historical Record. In response to his request, the DTR was informed that [REDACTED] takes care of the historical record. Mr. Richardson said we should make some effort to keep up with this on a highly selective basis, such as the establishment of the Language Policy, establishment of the two-year CT cycle and the establishment of the Support School. He would like to see a topical statement -- 3 paragraphs, 2 pages -- from the beginning of the Office of Training -- OSS days -- up to the present and then on a periodic basis, once a month.

25X1A 11. DDS CT Panel Meeting. [REDACTED] stated that the policy of directed assignments of new CTs has been adopted by the DDS. Also discussed was their concern with getting closer to the CTs.

25X1A 12. Personnel Assignment. DTR announced that [REDACTED] will be 25X1A off shortly to [REDACTED] as Deputy Chief of Support.

25X1A 13. Retirement. [REDACTED] said that there must be very critical reasons for a 60 year old officer to receive an extension for up to one year.

14. Clerical Vacancies. PO mentioned all the clerical vacancies and stated the situation will get worse before it gets better. He asked the School and Staff Chiefs to submit their requirements for summer employees before next week.

15. Scientific Linguist. Brian announced that the DDS had approved the hiring of a scientific linguist for LTS.

SECRET

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16. Operations School. [REDACTED] stated that (a) [REDACTED] will be joining the Staff on 21 March; (b) they are looking forward to [REDACTED] paper on counterinsurgency; (c) they are cranking into the courses the nine objectives of FitsGerald; and (d) the first class of [REDACTED] was graduated. 25X1A

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17. DDI/OCI Paper on [REDACTED] DTR wants every CT to read "100 Days of Revolution."

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18. Delay in the 16th Street Move. [REDACTED] was informed by George Meloon that there might be a delay in the 16th Street move because of the changes at Langley in accommodating the European Division.

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19. Studies in Intelligence. DTR requested all in attendance to go over their staffs and see whether they have experience on subject matter that might be appropriate for this magazine. He mentioned several articles that are forthcoming. He thought perhaps the best thing to do is to give the DTR a general idea of what the article is about -- the main headlines. This may be able to save a lot of work. Said that [REDACTED] might be able to do an article on the Czech government in exile in London.

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